



RAIL WHEEL FACTORY
(Ministry of Railways)

General Manager's Office
(Personnel Department)
Yelahanka, Bangalore - 560 064

No. RWF/TR-24/275

Dated: 01.09.2022

**PCME, PCEE, PFA, PCMO, PCE, PCMM, CVO, PCSC
CMMs**

**Secy. to GM, AED/M&C, Dy.FA & CAO, Dy.CE, Dy.CEE, Dy.CMMs, Sr.SC
All WMs, SMEs, SEEs, XEN**

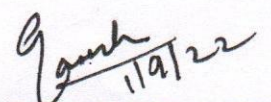
Sub: Implementation of Transfer Module in Indian Railways - Reg.
Ref: Railway Board's letter No. PC-VII/2022/HRMS/15 dated 17.08.2022.

Railway Board vide their letter cited above, have advised that transfer module of HRMS had been operationalised with effect from 15.08.2022 (copy enclosed).

In view of the above instructions of Railway Board, henceforth all transfer requests are required to be processed / forwarded only through HRMS.

It is requested that the above instructions of Railway Board may please be brought to the notice of all employees for its strict compliance.

Encl. as above


for PRINCIPAL CHIEF PERSONNEL OFFICER

Copy for information to:

Sr.EDPM/RWF/YNK: It is requested to upload the letter in RWF/LAN.
Joint Secretary/Staff Council/RWF/YNK.

Zonal President/AISCTREA & Zonal Secretary/AIOBCREA/RWF Zone.
All Notice Boards.

GOVERNMENT OF INDIA (भारत सरकार)

Ministry of Railways (रेल मंत्रालय)

Railway Board (रेलवे बोर्ड)

File No. PC-VII/2022/HRMS/15

Dated: 17.08.2022

Principal Chief Personnel Officers,
All Indian Railways
(As per standard mailing list)

Sub: Implementation of Transfer Module in Indian Railways- reg.

Transfer Module of HRMS has been operationalised w.e.f. 15th August, 2022 vide board's letter dated 11.08.2022.

2. It has been observed that though remarkable progress has been achieved by field Units w.r.t. data entry of legacy data, there are errors and some incomplete data. Since completion of the legacy data is a pre-requisite for arriving at the priority of the employees who have already applied for transfers, it has been decided as under:

- (i) After 15.08.2022, all transfer requests will be processed through HRMS only. No manual processing shall be permitted.
- (ii) Since priority is important in the Transfer process, due care should be taken while entering the data and data entered shall again be verified to ensure the correctness of the data and also matches with manual register.
- (iii) The Field Units shall ensure completion of entry of legacy data through the three stages required in HRMS.
- (iv) The concerned Sr. DPO/DPO/Dy. CPO/Personnel Officer shall certify the completion and authenticity of legacy data entry through HRMS, for which necessary provision has been created by CRIS team in the Transfer Module.
- (v) In respect of Transfer requests received off-line i.e. before 15.08.2022 but for whom priority has not been assigned, the same shall be processed after data entry has been completed into the HRMS system, and certified as above.
- (vi) Assignment of priority to the applications received through HRMS shall be done only after completion of legacy data.

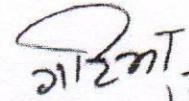
21/2/2022 17/08/2022

(Garima Srivastava)
Executive Director (Training & MPP)
Room No. 255-A, Rail Bhawan
Railway Board

Copy to: GM/HRMS/CRIS: May take action on the following aspects:-

- i. Till such time the certificate of data entry completion by the field units is given.

- Activation of assignment of priority shall be withheld (for all cases under process, including the legacy data). Basis of assignment of Priority for sending Unit must be date/time of application and for receiving unit should be receipt of application in Personnel Department.
- ii. A provision to indicate the certification of completion of data entry shall be incorporated in the HRMS module immediately.
 - iii. The provision for assignment of priority shall be activated only once the concerned admins certify the provision mentioned at Point 2 above.


21/2/2022, 7/08/2022

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Railway Board